

Southern Nevada Public Land Management Round 13 Nomination Package Requirements for Capital Improvements

The first four sections of the Nomination Package include nomination eligibility and general requirements, limitations, and formatting as guidance for developing the nomination. The fifth section contains Capital Improvements Project specific requirements and an *outline to use for writing* the nomination submission. The sixth section contains the nomination ranking criteria, also to be included with the nomination.

I. ELIGIBILITY REQUIREMENTS

The Southern Nevada Public Land Management Act of 1998, Section 4(b) (3) (ii) allows money from the special account to be expended for:

“ . . . capital improvements at the Lake Mead National Recreation Area, the Desert National Wildlife Refuge, the Red Rock Canyon National Conservation Area, the Great Basin National Park and other areas administered by the Bureau of Land Management and the Forest Service in Clark, Lincoln, and White Pine Counties, and the Spring Mountains National Recreation Area.”

Capital improvement projects may include repair or rehabilitation of existing infrastructure, new construction, or improvements needed to protect resource values. All projects that are submitted for funding consideration must conform to approved management plans for the Federal unit involved. Each project should materially contribute to effective resource protection, the visitor experience and/or improved unit operations. Since the capital improvement needs of the five Federal agencies are great and funding is limited, the funding priorities need to incorporate a strong cost management system and ethic.

Capital Improvement projects may be nominated by any of the five Federal land management agencies (BLM, BOR, FWS, FS, and NPS).

II. ROUND 13 NOMINATION LIMITATIONS

- A. Nominations are limited to two submissions per entity per category. The only exception to this will be in the Hazardous Fuels category where eligible entities are limited to two submissions per entity per legislative area (the Lake Tahoe Basin, the Carson Range in Douglas and Washoe Counties and Carson City, and the Spring Mountains in Nevada.)
- B. Entities are to limit nominations to the lowest cost option for a viable project.
- C. Nominations are limited to one project location (e.g., rehabilitate one campground, not two or three; one physical location/facility within an agency's or entity's management area – see Section IV.G.1. for information regarding qualifying project siting at the identified physical location within the management area). Nominations for work at multiple locations/facilities will not be accepted except in the Hazardous Fuels category.
- D. Except where provided by the SNPLMA legislation, as amended, nominations may not identify non-eligible Federal agencies, organizations or other entities as proposed to

receive funding to implement or assist in implementing the project through contracts and/or agreements.

III. GENERAL FORMATTING AND SUBMITTAL REQUIREMENTS

A. Nomination period duration is 60 days, beginning Monday, September 12, 2011 and ending Thursday, November 10, 2011 (including weekends and holidays).

Nomination packages must be received by close of business, 4:30p.m. Pacific Time on November 10, 2011

B. All Capital Improvement nomination packages are to be submitted to:

Robert Taylor
Capital Improvements Program Manager
Bureau of Land Management - Southern Nevada District
Division of SNPLMA Acquisition, Improvement and Conservation Programs
4701 N. Torrey Pines Drive
Las Vegas, NV 89130

- C. Submit one hard copy and one electronic copy (CD) of the nomination. Text should be created in MS Word '97 or higher, with a 1" margin on all sides, printed double sided on 8 ½" X 11" paper, including maps. The electronic version must match the hard copy version. Hard copies should be clipped or stapled, not hole punched or bound.
- D. All images should be integrated into the Word document to create a single document on the CD; photographs should be grouped together, two per page, at the end of the document, rather than scattered throughout the text. This will require scanning maps, photographs, and other documents which were not originally created or obtained electronically. Photographs, maps, and letters should be scanned in .jpg format for insertion into the text document. In addition, all nomination documents, including .jpg images, support letters, Appendix forms, etc., should be included separately on the CD.
- E. Late submissions cannot be considered.
- F. All instructions, requirements and due dates must be met for the nomination to be accepted. However, time permitting, nominators will be notified if their nomination package is incomplete or otherwise does not meet requirements and allowed a brief period to provide missing or updated information.
- G. All nomination packages, including disks and CDs, become the property of the BLM Southern Nevada District Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.
- H. Agencies/entities are requested to provide the personnel required to present nomination packages to the appropriate Subgroup, Partners Working Group, and Executive Committee, if necessary.
- I. The Implementation Agreement and all pertinent decision memos can be found at: <http://www.blm.gov/nv/st/en/snplma/implementation.html>

IV. ROUND 13 NOMINATION CONTENT REQUIREMENTS -- ALL CATEGORIES

- A. Project timeframes may not exceed the maximum standard timeframes approved by the Executive Committee: Land Acquisitions = 2 years; ENLRP = 4 years; PTNA, Capital Improvements, MSHCP, and Conservation Initiatives = 5 years; Fuels = 6 years.

However, under exceptional circumstances, an agency/entity may propose a longer project timeframe and include justification for the proposed timeframe in the nomination. Timeframes exceeding the maximum standard timeframes

- B. A cover page including the following: the submitting entity's name and emblem, if applicable, the SNPLMA round and category, the project title which reflects and captures the nomination content, the amount requested, contact person/project manager, phone, fax and e-mail.
- C. Include the project GPS coordinates of a reference point for purposes of locating the project area on a map on the SNPLMA website. Please use the degrees, minutes, and seconds format (e.g. N 36° 52' 45" / W 112° 12' 10").
- D. Nominations must clearly describe the relationship of the nominated project to previous phases and anticipated future phases, if any. Provide the estimated total cost of the project for all phases; confirm that the current nomination will result in a stand-alone, viable project. Acknowledge that there is no guarantee or expectation of funding for future phases. The project title may only include the term "phase" when the project is a direct phase of a previously approved SNPLMA project, or if the project is the first phase of a series of stand-alone future nomination phases.
- E. Nominations are to address any matching or contributed funds available for the project or any other opportunity to leverage funding needed for the proposed project, and the impact of the lost opportunity to take advantage of such matching or contributory funds. If such funds will be available, a written commitment or other evidence of the funding should be included with the nomination. (This is also now a funding criteria in every category.)

Volunteer labor, professional services, or contributed material and equipment may comprise a significant portion of the in-kind match for SNPLMA funded projects. Project nominations that have identified in-kind contributions must submit a breakdown of the valuation of these contributions. The breakdown of these contributions may include: 1) Volunteer labor- valuation to be computed at the rate used by the Department of the Interior, which is currently \$21.36 per hour. 2) Salaried employees-actual hourly rate plus the value of any fringe benefits received. 3) Actual costs for material, equipment and supplies should be used. (Overhead costs may not be included in determining in-kind contributions).

- F. Nominations in all categories must contain a specific statement of the purpose of the project or "Purpose Statement." The purpose statement must address who will do what, where and why. The purpose statement must follow the format below:
 - 1. Who: (agency/entity) will [verb] (e.g. construct, build, refurbish, restore, excavate, design, conduct, acquire, replace, upgrade, etc.)
 - 2. What: [noun] (e.g. welcome center, trail, park, picnic area, hazardous fuels reduction, archaeological resources, training classes, +/- 230 acres of land, etc.)
 - 3. Where: (e.g. physical location of project within agency/entity management area, County, District, east side of mountain X, etc.)
 - 4. Why: [prepositional phrase describing the outcome of the project] (e.g. to address the recreational needs of the community, to improve safety, to enhance/improve/increase recreational opportunities, for protection/preservation/restoration of resources, to reduce fire risk, to improve environmental awareness of teachers/students/public, for improved public access, etc.)
- G. Following the purpose statement, the nomination must then include the project deliverables as defined below. The purpose statement along with the deliverables identified to accomplish the purpose will determine project completion and acceptability

of scope changes. The deliverables are broken into three types, Primary, Anticipated, and Standard. The section below describes the deliverables.

1. **Primary Deliverables:** List the primary deliverables that must be completed at a minimum in order to complete the project and accomplish the purpose. Identify the size, quantity, anticipated site within the location of the agency/entity management area, and configuration of the primary deliverables. Also explain whether any of these elements of the primary deliverables are contingent upon the final results of design, planning, cost estimates, public scoping or other specified studies, analyses, or reports.

- ♦ **Examples:**

- Refurbish or replace 3 to 5 picnic tables in picnic area A and repair the roof on 2 picnic pavilions where the final number of picnic tables will depend upon cost estimates for refurbishment and/or replacement so as not to exceed the approved budget;
- Acquire title to Property C, approximately 250 acres with riparian habitat and wetlands of +/- 100 acres. The actual acreage will be determined by review of title and survey evidence during the acquisition process;
- Construct a non-motorized trail 6 feet wide from point X to point Y where the configuration and actual location of the trail will depend upon where necessary easements can be acquired over non-government land;
- Conduct 5 Interagency Law Enforcement saturation patrols on Federal lands, location to be determined contingent upon urgency of need for protection of people and resource values.

2. **Anticipated Deliverables:** List the anticipated deliverables that are desirable and beneficial, but where their inclusion will be based on the results of final planning, design, cost estimates, public scoping, or other specified studies, analyses, or reports.

- ♦ **Examples:**

- Construct 1 new picnic pavilion in picnic area A pending public scoping results that indicate the pavilion will be utilized;
- Acquire water rights if available for Property C pending review of a water rights ownership report and determination of the quantity that can be put to beneficial use;
- Include lighting along the trail from point X to point Y if final cost estimates for construction allow inclusion within the amount requested to complete the project.

3. **Standard Deliverables:** List the standard deliverables that are generally accepted by the agency/entity and/or by industry standards as necessary to the completion of the aforementioned Primary and Anticipated deliverables.

Standard deliverables not listed in the nomination can be identified in the project workplan just as are the tasks and subtasks necessary to accomplish all deliverables. The cost of accomplishing standard deliverables must be accounted for in the project cost estimate even if the standard deliverables are not listed in the nomination.

- ♦ **Examples:**

Deliverables which are typically addressed in the cost estimate form but not always identified as deliverables in the nomination that would be standard deliverables are:

- NEPA for construction in a picnic area or acquisition of land;
- Appraisal to determine market value of rights in land to be acquired;
- Boundary survey to determine acreage;
 - Surveys for trail construction; and

- Addresses Federal accessibility compliance (Architectural Barriers Act of 1968 as amended; Sections 504 and 508 of the Rehabilitation Act of 1973 as amended and Uniform Federal Accessibility Standards.

Other examples that may not be included as line items in budget estimates and may not be identified in the nomination but that must be completed to accomplish the Primary or Anticipated Deliverables and therefore would be defined as standard deliverables are:

- public scoping;
- developing scopes of work for contracts;
- writing a request for bids;
- submitting and obtaining management approval of project documents;
- submittal for review and approval by agency management; and
- specialist review of project documents.

H. Nominations in all categories should address how the project supports at least one goal and related objective/sub-objective in the SNPLMA Strategic Plan. Agency/entity should also include information on how proposed project ties to their long-range planning goals or strategies, if applicable. The nomination must document this by describing accomplishments in the form of “outcomes and outputs.” Use the following example for an environmental education Conservation Initiative as a format:

- SNPLMA Strategic Goal 2: Conserve and restore the quality of the outdoor environment by preserving natural and cultural resources and enhancing recreational opportunities.
 - Objective 2.5: Promote Education - Improve the public’s connection with natural, cultural and recreational resources with an emphasis on youth education.
 - Outcome 2.5.3 (sub-objective) – Increase participation with school districts (e.g. Southern Nevada Agency Partnership Education). Increase visitor awareness and appreciation for the Mojave Desert through educational programs and products. Achieving the following outputs will accomplish this outcome:
 - ♦ Output (Primary or Anticipated Deliverable): Conduct 15 education programs for teachers and students in Clark County. Unit of measure is the number of programs delivered.
 - ♦ Output (Primary or Anticipated Deliverable): Update 5 visitor center static displays by replacing/upgrading them with multi-media interactive displays. Unit of measure is the number of displays replaced or upgraded
 - ♦ Output (Primary or Anticipated Deliverable): Hire 1 temporary interpretive ranger to deliver outdoor educational programs at the Mojave Max desert tortoise habitat, at the Red Rock Canyon Visitor Center on weekends and holidays from the months of October through May for three years. Unit of measure will be the number of programs delivered and the approximate number of public attendance recorded at each session. The number of programs could range from 60 to 80 each year.
- I. Nominations must clearly indicate how determination of project completion will be made. This will be in terms of the completed “outputs” which are the primary deliverables and, in some case, also anticipated deliverables identified for inclusion in the project. For example, a Conservation Initiative for environmental education may

determine completion based on a prescribed number of teacher workshops and/or student attendance at programs. However, basing completion on improved awareness and respect for natural and cultural resources would be difficult since measuring such outcomes is itself difficult to do and could take years for such changes to be apparent.

- J. All nominations must address the agency's/entity's past performance on SNPLMA projects, in any round, and regardless of status. See attached "Performance and Capacity Worksheet" for required information. [Much of this information can be gleaned from the Executive Committee data call completed by most agencies and entities in the spring 2011.]
- K. All nominations must address the agency's/entity's past performance on SNPLMA projects, in any round, and regardless of status by completing the attached "Performance and Capacity Worksheet." [Much of this information can be gleaned from the Executive Committee data call completed by most agencies and entities in the spring 2011.]
- L. Letters or statements of support, to be applicable towards points under funding criteria, must be included at the time of submission.

V. SPECIFIC REQUIREMENTS FOR CAPITAL IMPROVEMENT NOMINATION PACKAGES

NOMINATION PACKAGES MUST INCLUDE THE FOLLOWING INFORMATION AND DOCUMENTS IN THE ORDER SHOWN BELOW. WHERE INDICATED, FOLLOW INSTRUCTIONS IN SECTION IV FOR CONTENT REQUIREMENTS APPLICABLE TO ALL CATEGORIES

- A. Submit nominations with a transmittal letter signed by an appropriate official, which authorizes submission and details the project nomination(s) being submitted for consideration.
- B. Federal manager initials on the cover page of the nomination.
- C. An executive summary of no more than 400 words describing the projects goals and major deliverables
- D. A page size map(s) (8-1/2" x 11") depicting the specific location of the project (Include Lat/Long or GIS Coordinates.)
- E. Include the proposed project budget. Completed an Estimated Necessary Expenses and Key Milestone Date (Appendix B-3, attachment 2) and Estimated Necessary Expense Sheets. It is recommended the agency use the EXCEL spread sheet to complete the B-3 and Detailed Cost Estimate Worksheets. Include a hard copy and an electronic copy of the EXCEL file with the submission. Explain how the project cost estimate was developed, what cost-estimating methodologies were used and detail if subject matter experts were involved in developing the cost estimate
- F. Narrative addressing how the project meets each of the SNPLMA Capital Improvements ranking criteria and factors (attachment 1).
- G. Nomination Packages for Capital Improvements should follow the format outlined below to ensure that they meet all requirements, general and category specific. Refer to the previous sections for more detail.
 - i. Cover page (section IV. B.)
 - 1. Includes appropriate Federal Manager initials (section V. A. – V. B.)
 - ii. Executive Summary (400 words or less)

- iii. Purpose statement (section IV. F.)
- iv. Background information and need for the project
- v. Project deliverables (section IV. G.)
 - 1. Primary
 - 2. Anticipated
 - 3. Standard
- vi. SNPLMA Strategic Plan goals, objectives and sub-objectives supported (section IV. H.)
- vii. Project timeframe in years and months (section IV. A.)
 - 1. A description of the project implementation schedule and milestone dates
 - 2. Level of readiness for project implementation (section IV. J.)
 - 3. How determination of project completion will be made (section IV. I.)
- viii. Location of the project (section IV. C. and IV. F.3.)
- ix. Relationship to previous phases and anticipated future phases (section IV. D.)
- x. Matching or contributed funds (section V. E.)
 - 1. Identify non-SNPLMA sources of funding or in-kind contribution (section IV. E.)
- xi. Addresses Capital Improvements Ranking Criteria (attachment 1)
- xii. Photos, drawings, concept plans, drawings, etc. (III.D.)
- xiii. Estimated Direct Cost and Key Milestone Dates (attachment 2)
- xiv. Performance and Capacity Worksheet (attachment 3)
- xv. Letters or statements of support

ROUND 13
CAPITAL IMPROVEMENT RANKING CRITERIA

Six criteria will be used by the subgroup to evaluate, score, and rank all nominations in this category. The total points available are shown to the right of the criteria. The factors used to score the criteria are listed below it with the points available for each factor. For Criteria #3 projects will be scored under one set of criteria and points, not both. Unless stated below the factor, scoring is not on a sliding scale.

1. <u>Safety.</u> Improves safety and environmental health at sites and/or facilities used by the public and governmental employees	Points = 14
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Factors:

A. Addresses, remedies or improves an immediate safety public access and/or environmental health concern.	7	
B. The number of visitors and employees affected.	5	
C. Addresses Federal accessibility standards compliance.	2	

2. Protects the integrity of significant resource values or improves the quality of the environment.	Points = 11
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Factors:

A. Minimizes environmental or resource impacts.	4	
B. Nature of the concern to resource values and urgency for action.	3	
C. Number and significance of resource values involved including cultural, historical, natural and scientific values.	2	
D. Provides educational value.	2	

3. Responds to visitor demand and/or changes in visitation patterns	Points = 10
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Factors:

A. Corrects a deficiency in visitor services, or responds to deferred maintenance.	5	
B. Public demand and public use vs. investment required.	5	

4. Addresses maintenance and operation costs.	Points = 10
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Factors:

A. Operations and Maintenance costs will be reduced.	10	
<i>Factor A is scored on a sliding scale: 6 points for short-term and 10 points for long-term operations and maintenance cost</i>		
B. Operations and Maintenance costs will remain the same.	5	
C. Operations and Maintenance costs will increase, but the project will improve an existing situation or address an immediate health or safety issue.	3	

5. Project is sustainable.	Points = 5
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6	Project costs will be paid in part by contributed funds from other sources. <u><i>Has identified committed non-SNPLMA sources of funding or in-kind contribution in the development or implementation of the project.</i></u> <u><i>Contributed funds are scored on a sliding scale of 0 to 5 points</i></u>	Points 5
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Total Possible Points = 55

Volunteer labor, professional services, or contributed material and equipment may comprise a significant portion of the in-kind match for SNPLMA funded projects. Project nominations that have identified in-kind contributions must submit a breakdown of the valuation of these contributions. The breakdown of these contributions may include:

- 1) Volunteer labor- valuation to be computed at the rate used by the Department of the Interior, which is currently \$21.36 per hour.
- 2) Salaried employees-actual hourly rate plus the value of any fringe benefits received.
- 3) Actual costs for material, equipment and supplies should be used. (Overhead costs may not be included in determining in-kind contributions).

Appendix B-3
CAPITAL IMPROVEMENT PROPOSAL
ESTIMATED DIRECT COST & KEY MILESTONE DATES

Project Name: _____	Date: _____
Agency: _____	
Project #: _____	Priority #: _____
Prepared by: _____	Phone : _____

Identify estimated costs of eligible reimbursement expenses:

1	Planning, Environmental Compliance & Preconstruction Engineering and Design <i>(Not to exceed 27% of total project costs)</i> (pre-design sketches and conceptual drawings; environmental assessment and permitting, specialist surveys/reports for archaeology, wildlife, biology, etc.; architectural and engineering analysis, design survey & field investigations; construction drawing, specifications, cost estimates, and engineering technical reports.)	\$	x,xxx,xxx	xx	%
2	Construction Contract Costs (including labor, supplies & materials, construction management, etc.; sampling/testing; site restoration; and government furnished supplies and materials.	\$			%
3	Project Equipment (pg. 89 of the Implementation Agreement - SNPLMA funds can only be used for "project related necessary expensed" and SNPLMA can reimburse only for those equipment costs directly associated with completion of the approved project)	\$			%
4	Travel (including per diem where official travel status is required to carry out the project, such as to serve as COR, experts to review reports, etc.)	\$			%
5	Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out the project)	\$			%
6	Other Direct and Contracted Labor Agency payroll for the Contracting Officer to do project procurements, COR Project Inspector, Section 106 Consultation, NEPA Lead, Project Manager, Project Supervisor, and subject experts to review contracted surveys, design/drawings, plans, reports, etc.; Also covered is the cost to contract for a Project Manager and/or Project Supervisor if contracted separately from other project costs.	\$			%
7	FWS Consultation - Endangered Species Act	\$			%
8	Direct Federal Labor (to perform project construction)	\$			%
9	Other Necessary Expenses (See Appendix B-11)	\$			%
10	Contingency <i>(not applicable for this round)</i>	\$	N/A	0	%
Total requested budget		\$		100	%

Estimated Key Milestone Dates:

Environmental Decision Notice/FONSI date:	_____
Construction Contract Award Date (list for each contract):	_____
Final completion Date (mm/dd/yyyy – must be through reimbursement request submittal)	_____

COMMENTS:

It is recommended you use the EXCEL B-3 worksheet to complete this. If you use the EXCEL worksheet to fill in this form, you will need to enter: the Date, Project Name, Agency, Project #, Prepared by, phone number of the preparer. Enter detail cost information on the individual tabs and the estimated necessary expenses and percentages will be automatically updated. Provide an electronic copy of the B-3 worksheet with your submission.

SOUTHERN NEVADA PUBLIC LAND MANAGEMENT ACT
Performance and Capacity Assessment
Round 13

If Submitting any Round 13 Projects, Complete and Submit One Form Only Covering All Categories to the SNPLMA Division by the Nomination Due Date of November 10, 2011. Information requested in questions No. 6 and No. 7 pertain to both active and closed projects as together they address aspects of the performance history.

1. Total Number of Projects receiving funding through SNPLMA: _____
2. Total Dollar Amount of SNPLMA funding received (including contingency funding)
\$ _____
3. Number of Projects Completed/Closed out: _____
 - (a) Number of projects completed within the original timeframe _____
 - (b) Number of projects completed with time extensions _____
 - (c) Number of projects completed within original budget _____
 - (d) Number of completed projects pending closeout _____
4. Number of Projects in Progress:

Round 3 _____

Round 4 _____

Round 5 _____

Round 6 _____

Round 7 _____

Round 8 _____

Round 9 _____

Round 10 _____

Round 11 _____

Total: _____
5. Number of Projects on List of "Projects of Potential Concern" _____
 For each project on the list, provide:
 - (a) The Project Name;
 - (b) Category (PTNA, Acq, Cap, CI, Fuels, ENLRP, MSHCP), BLM Project Number, Project Round & Priority; and
 - (c) Total Amount Available including Secretarial approved amount, contingency, and SAR/BRA

Project Name (May shorten or abbreviate long titles)	Category, Project No. and Priority No.	Total Amount Available (for agency if interagency project)
Example: I-215 Beltway Trail Segments	PTNA, 6-36, LV29	\$6,773,000

6. Number of Requests for Additional Funding

For each project on the list, provide:

- Project Name and whether active or closed;
- Category (PTNA, Acq, Cap, CI, Fuels, ENLRP, MSHCP), BLM Project Number, Project Round & Priority;
- Dollar amount of project approval
- Type (SAR, BRA, and beginning with Round 10, contingency) and amount of additional funding approved

Project Name (May shorten or abbreviate long titles)	Category, Project No. and Priority No.	Secretarial Approved Amount	Type and Amount of Additional Funding Received
Example: I-215 Beltway Trail Segments (active)	PTNA, 6-36, LV29	3,773,000	BRA: 3,000,000
Example: Centennial Hills Park (closed)	PTNA, 5-39	39,820,000	SAR: 2,229,920

7. Number of Requests for Scope Changes

- Project Name and whether active or closed
- Category (PTNA, Acq, Cap, CI, Fuels, ENLRP, MSHCP), BLM Project Number, Project Round & Priority;
- Dollar amount of project approval
- Whether or not the Scope Change Required additional funds, and if so, how much

Project Name (May shorten or abbreviate long titles)	Category, Project No. and Priority No.	Secretarial Approved Amount	Yes/No Required Additional Funds & amount
Example: Red Rock Horse & Burro Fencing Phase II (closed)	Cap, BL17, 3-23	769,780	No; down scoped and returned funds
Example: Red Rock Fuel Break (active)	Fuels, B001, 10-9	1,000,000	Yes, \$553; increased number of acres to treat